

Reviewing SDDC OTL Timecard Status Reports

Log into TFMS-M

Click SDDC TIME
MANAGER
responsibility

Click PPE
TIMECARD
STATUS

Select PPE
DATE

Select WHAT
EMPLOYEES

Employees in all levels of my Hierarchy Tree shows all levels of your hierarchy that are tied directly to your organization

Click SUBMIT

Timecard Status Codes

- ☀ Working - Timecard is incomplete and has **not** been submitted for management approval.
- ☀ Submitted - Timecard is submitted and awaiting management approval.
- ☀ Rejected - Timecard is rejected by approver.
- ☀ Approved - Timecard is accepted by approver.

REMINDERS:

- ☀ **ALL TIMECARDS MUST BE APPROVED BY CLOSE OF BUSINESS (COB) MONDAY FOLLOWING THE END OF A PAY PERIOD.**
- ☀ **APPROVERS SHOULD PERIODICALLY CHECK THE PPE STATUS REPORT TO ENSURE THEY HAVE NO OUTSTANDING/ CORRECTED TIMECARDS.**
- ☀ **APPROVERS SHOULD REMEMBER TO CREATE THEIR VACATION RULES IF THEY PLAN TO TAKE A LEAVE OF ABSENCE.**